EXHIBIT 4

Case 1:02-cv-01734-WDQ Docume xt 124-5 / File 0294 16712003 Page 2 0 19 GWENDOLYN GUY T-ROM: BRUCE NUSSBAUM 8-459-7676 CONEN POEASE MOSESS THES TWO DIGIPATHS FOR PHOENIX IF YOU WEED ANYTHING PREASE CALL SONATHAN FRANCES AT 8.459-1954 OR ACAU ME AT MY HOME 301 948-5036. It AM MOVING TODAY SO IT MAY BC VARY DIFFICULT. TO BET IN

Greater Washington CBU

1301 K STREET NW , SUITE 300 WEST WASHINGTON, DC 20005 202-962-7878
DATE: 10 8/99 NUMBER OF PAGES: 3
TO: Patrie to Woliver
FAX NUMBER: 8-736-2620
FROM: Jonathan Frances
TELEPHONE #: 8* 459-7954
COMMENTS: Here are the changes thanks for
everything.



	LEASE A	AGRE				(1)	THE DOCUMEN	
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	Customer's Le						Check all that apply		
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LEASE AGREEMENT

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County Inst			x			Refin. of Prior	Agm't.;	Xerox (95#)	3rd Party Eq.
Zip Code		217	242		•	☐ Supplies inclu			
City, State		X	BELSTON	UN, M	d	Lease Information Lease Term:	60	months	
Floor/Room	/Routing				•	Comments:			
	Street Addres	s 182	249_£	HELLX	De	is hereby 🔲 mo	dified.	replaced. Effective D	ate: _ /_ /_
Name Over	flow (if neede	۸)				A groom and annual	ng Xerox Eq	uipment Serial# (or 95	#):
Customer N	lame (Install)	ÜH	DENIX	caor		☐ Replacement/Mo	dification o	f Prior Xerox Agreem	ent
Tax ID#						Int. Rate:			
Zip Code			66			☐ State or Local Gov	vernment Cu	stomer	
City, State		52	ERLINE	5_UA		Attached Custome Lease:	er P.O. #s:	Supplies:	
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LEASE AGREEMENT

						Check all that apply			
Name Overflo	ow (if neede					Tax Exempt (Cert	tificate Attache	d)	
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reement Pres	ented By	Prio	e of Replacem	ent Equip.:	s 962-767,	Customer:	The	71	/ 10 /
reement Pres	ented By	Prio	e of Replacem	ent Equip.:		Customer:	THER	Photo Do	one 7703 834 c 9/27/9
reement Pres	ented By	Prio	e of Replacem	thone 202		Customer:	TYLES	71	/ 10 /

* * DOTTED AREAS * *
To be completed by the Sales CBR.
All other areas to be completed by the Sales Rep.

ORDER AGREEMENT

INTERNAL DOCUMENT

Customer Number — 95 Customer Number Sale Rauge Worksh	12/1	161PATH		Order Number
Customer Name Ordertaker Le Frank 116 KAPI+1X Paro FUN	c Install Rep Loc Or	GSC4G/ ACR7	Warr Mos Equip BCD	Maint. BCD
Sale Price List # Maint. Price List #/ Plan Description		Reutal Price List #	Applicable Marketing Guide	Article(s) # Date Linit
				CPAS
Config. Override Override Data Unit Commission Waiver Code	Network ID	Pooling ID	Pooling II	/Type (not CPC related)
Tax Exempt	Tax Overrides	A DRent DSale DOther	Geo Code State: County:	City:
Standard Industrial Code (SIC) Install Establishment # Nature	of Business RINT	ING	Years in E	Susiness XNAC
METER READS NUMBER OF EMPLOYE (in place equipment) at the Customer's Location	ES State and I	ocal X	CUSTOMER INVOICING REQUI	F4
1. 1.9 5.5.140-	Com 499 Fed. G	tract	☐ Outbound ☐ Inbo	=
2. 10-19 6. 500-	Contra			
3. 20-49 7. 11000		rument Firm Contract Option	Single Invoicing Electronic Summary Invoicing Electronic	Seminary
4. 50-99 8. 1500	Пс	rnment Fiscal Year Option	Finance Summary	IMI
4.	Gove	rument Fiscal Year Begins:	EBS	Cede
5. 4 2500	⁺		Statement Link #	
*Required for Supplies Included Machines		Supplies Automatic Repleni To Address	shment Ship-	
Estimated Print Volume (EMCV)		*Required for Supplies Inc	luded Machines	
Monthly Print Volumes (fill in all months)		Same as Install Address	Ship-To Address Belo	w
	Apr		Contact Name	
	Aug		Phone Special Delivery Instruction	ne:
Sep Oct Nov	Dec		operation and according	
Delivery / Installation Requirements Delivery Contact: Day / / / / / / / / / / / / / / / / / / /	Phone Phone Phone	- 00.	// Ext. 5099 Ext Ext.	
Delivery Location/Department:	loor #: Room #	Flooring: 🔲 Ca	rpet 🔲 Tile 🔲 Marble 🔲 C	Other
Delivery Entrance: Front Back Side De	livery Hours 7MM	To SPK Doorway	y Width RIC/FAX#	
Mail Loading Dock Elevator: Passenger Freight Upend Requirement	uired? 🔲 Rails Needed	.? Staircrawler 🔲 Tech. Rep	NOTE	ES-
☐ Steps # Landings # ☐ Space Ready? ☐ Site Cleared	? Supplies Ordere	d Stand / Table Required?	PLEASE	PROCESS
☐ In place equipment / furniture needs to be moved prior to delivery?	☐ Telephone Line	Ready?	J-5418	1000
Electricity / Receptacle Ready Power Cord Type Volts	Amps		5418	HS.AP
20 Amp Receptacle To Customer Customer 20 Amp Receptacle inst	talled? 🗌 Yes 🔲 No			
Customer acknowledges request to be billed for Xerox Service Installation	n charges on customer Inst	allable equipment? Software		
☐ DTR Site Verification required? ☐ Obstruction / obstacles in the	delivery path? If checked	t, explain in space to the right.		
☐ Installation Preparation Document reviewed? ☐ Customer	Satisfaction Checklist (Completed?		
☐ Pick up trade unit at same time as delivery? Date:	ERC Code:		Repack Kit?	
Make: Model:	- Se	erial Number:	Competitive Equipment R	eplacement Tag#
★★ EXCEPTION APPROVALS SHOULD	BE OBTAINED BY	SALES REP PRIOR TO S	UBMITTING ORDER TO C	BR * *
Check all that apply:	1	ndicate approval for the ite		
Competitive Trade-In Range Extension Promotion				
☐ XTI / CTI / CRP Headquarters Exception Approval				
Waiver of Rental ETCs				
	CBU Manager, Sale	es Operations		Date
Other				
Other				
Other	CDVIC			5
	CBU Controller			Date

* DOTTED AREAS * *

To be completed by the Sales CBR.

All other areas to be completed by the Sales Rep.

ORDER AGREEMENT INTERNAL DOCUMENT

Customer Number 95 Customer N		t/Unit P	roduct /	1 1		Order Number
0981663859	836865	12	PIGIFA	74	Wender	Fords PCD Notes PCD
Customer Name	GRA IV	Install Rep Loc	959496	Install Emp#	1	Equip BCD Maint. BCD
Sale Price List # Maint. Price	List#/Plan Description		Reutai Pri			farketing Guide Article(s) #_ Data Unit
						CPA
Config. Override Override Data Unit	Commission Waiver Code	Network ID		Pooling ID		Pooling ID / Type (not CPC relate
					Geo Code	
Tax Exempt Tax Codes ☐ Yes ☐ No State:	County: City:	Tax Overrides LIPT&D	□P&A □Rent □Sa	le DOther	State:	County: City:
Standard Industrial Code (SIC) Install	Establishment# Nature to	Builde I	71116		 	Years in Business 7 XNAC
	L7	MIN	11100			
METER READS (in place equipment)	NUMBER OF EMPLOYEE at the Customer's Location		e and Local	x	CUSTOMER INV	OICING REQUIREMENTS (check all the
1	1. 1.9 5. 100-4	99 1	Contract Fed. Gov't			ollection Fax Meter Cards
1	2. 10-19 6. 500-99		Contract#		Single Invoicing	Electronic Invoicing
4.	3. 20-49 7. 1000-	15	Government Firm Contr	act Option		ing Electronic Funds Transfer Overri
3.	4. 50-99 8. 1500-	2499	Government Fiscal Year	Option	Finance Surame	y IMI Code
4.	9. 🗆 2500+	1	Government Fiscal Year	Begins:	EBS Statement	ink#
5.			Supplies Autor	natic Replent	Invoicing	
*Required for Supplies Included M			To Address	•	-	
Estimated Print Volume (EMCV)			*Required for Same as insta		iuded Machines ☐ Ship.	To Address Below
Monthly Print Volumes (fill in all mont	·			II Vom(ca)	Attn Nam	xe
Jan Feb May Jun		/ms /br	_		Contact N Phone	Varne
Sep Oct		 Dec				Delivery Instructions:
Delivery / Installation Requireme	nte – 1				·	
Delivery Contact:	VILLEN		Phone: / 800 6	32411	/ Ext. 50	255
Alternate Delivery:			Phone:		Ext.	
Survey Contact:	TYLA		Phone: 703 8	334 111	/ Ext.	
Delivery Location/Department:	Flo	or#:R	loom #: F	looring: 🔲 C	arpet 🔲 Tile 🕻	Marble Other
Delivery Entrance:	☐ Back ☐ Side Deli	very Hours 🎢	PM TO 5PM	Doorwa	y Width	RIC/FAX#
Loading Dock Elevator : Passen	ger 🗌 Freight 🔲 Upend Requ	iired? 🔲 Rails 1	Needed? Staircrawler	Tech. Re	p	- NOTES
•	Space Ready? Site Cleared				1 11/	95E GRECES
☐ In place equipment / furniture needs	to be moved prior to delivery?	☐ Telephon	e Line Ready?		1.0	SHIP ASAF
Electricity / Receptacle Ready Po		Amps			AND	SHIT HISATI
20 Amp Receptacle To Customer C	ustomer 20 Amp Receptacle inst	alled? 🔲 Yes	□ No		1	
Customer acknowledges request to be b				☐ Software		
☐ DTR Site Verification required? ☐						
☐ Installation Preparation Document re			cklist Completed?		1	
☐ Pick up trade unit at same time a			Code:	0	Repack Kit?	
Make:	Model:		Serial Number:	_	•	ive Equipment Replacement Tag#
	APPROVALS SHOULD I	BE OBTAINE		PRIOR TO		
Check all that apply:			elow indicate appro			
Competitive Trade-In Range Extensi	on Promotion		••			
☐ XTI / CTI / CRP Headquarters Exce						
☐ Waiver of Rental ETCs	heen thirter					
-		CBU Manage	er, Sales Operations			Date
Other						
Other		CBU Contro	ller			Date
		, Court				· · · · · · · · · · · · · · · · · · ·